



TETRA TECH

MEETING MINUTES

Date of Meeting: April 10, 2015
Location: Maui County Civil Defense Emergency Operations Center
(200 High Street, Rm 118., Wailuku, HI 96793)
Subject: Steering Committee No. 5
Project Name: Maui County Hazard Mitigation Plan Update
In Attendance: **Steering Committee:** Bob Collum, Carolyn Cortez, Rowena Dagdag-Andaya, Janet Kuwahara (phone), Bruce Moore, Jim Buika, Pam Pogue, Tara Owens, Rebecca King, Sharon Mielbrecht, Sybil Lopez, Dick Mayer, Paul Wickman (phone), Craig Tanaka
Coordination Agency Group: Yassin Oleiwan (phone)
Planning Team: Caitlin Kelly (phone), Rob Flaner (phone) and Kristen Gelino (phone)
Not Present: Mike Miyamoto, Jarvis Chun, Mahina Martin
Summary Prepared by: Kristen Gelino and Caitlin Kelly – 4/17/2015
Project No.: 103S3605
Quorum – Yes or No Yes (14 voting members present)

Item

Action

Welcome, Introductions, Approve Meeting Minutes and Public Comment

- Bob Collum and Caitlin Kelly opened the meeting and group introductions were made.
- The Agenda was reviewed and no modifications were made. Ms. Kelly reminded the committee that the meeting would be two hours instead of the usual hour and a half as a result of the feedback the planning team received after the last meeting.
- Handouts provided included: Agenda, March Meeting Minutes, Proposed Goals and Objectives, Critical Facilities and Assets, Data Dictionary and Risk Ranking.
- Ms. Kelly reviewed the action items from the March meeting and reported on their current status. She indicated that the State and FEMA Region IX have been able to coordinate for a concurrent review. Because of this, the submission date for the plan will be moved up slightly to July 29, 2015. She also indicated that the planning team has not yet heard back from the Lanai representative that was invited to participate. Pam Pogue stated that she would contact John Stubbart to help identify a responsive point of contact for Lanai and get back to Mr. Collum and Ms. Kelly. Ms. Kelly then quickly reviewed the remaining action items and indicated that all of them would be addressed in

Pam Pogue will reach out to her colleague, John Stubbart, to help identify a contact person for Lanai.



Item	Action
more detail under the agenda items for the meeting.	
<ul style="list-style-type: none">No members of the public were in attendance and no requests for comment were made.	

Plan Review

Discuss and Confirm Objectives: Ms. Kelly introduced the Goals and Objectives Handout and indicated that a document with the revisions discussed at the last meeting had been sent to the committee for review. She indicated that the planning team had received some comments on the revisions and the handout for today showed the suggested changes. Ms. Kelly thanked the members of the committee who had submitted comments. Ms. Kelly then reviewed the goals and objectives where changes had been made including: Goal 5 and Objectives 4, 5, 11, and 13. The committee discussed the proposed changes and suggested additional revisions:

- Goal 5 – assets will be changed to resources
- Objective 13 – consider will be changed to integrate.

Changes to the other objectives indicated in the handout were accepted as written. Ms. Kelly indicated that revisions would be made in track changes and distributed to the group.

Review and Confirm Critical Facilities Definition: Ms. Kelly briefly introduced the critical facilities definition that the committee had discussed at the March meeting. She indicated that the planning team had started building the critical facilities database to be used in the analysis and had a follow up question for the group. She indicated that there was confusion over what was meant by the term “disaster relief center” and that the planning team had been unable to locate a definition or database utilizing this terminology. After discussion it was determined that this phrase should be eliminated from the definition. A question was asked by a committee member regarding some of the data that had been requested by the planning team and whether or not they had received responses to their inquiries. Kristen Gelino indicated that there had been a few requests from data providers that non-disclosure agreements be signed. She indicated that the planning team was currently working toward getting the paperwork in order.

Risk Maps and Data Dictionary: Ms. Kelly then introduced the data dictionary handout. A few clarifying questions were asked by committee members and some additional sources of data were addressed including: coastal erosion GIS data and a slosh study that is currently underway. Tara Owens indicated that she would pass on the relevant links and contact information to the planning team. Sharon Mielbrecht also clarified for the committee that the data provided by the Pacific Disaster Center was evacuation data rather than inundation data. Ms. Kelly

Tetra Tech will make revisions to the proposed goals and objectives and will distribute to the committee for comment.

Tetra Tech will continue to build the critical facility database, based on the revised definition approved by the committee.

Tetra Tech will follow up with Tara Owens on the additional data items.



Item	Action
<p>indicated that the planning team had been waiting on a GIS data layer in order to make the adjustments to the risk maps requested at the previous planning team meeting. She indicated that the planning team would be providing maps by island in the report with an overlay of the community planning areas. She indicated that the planning team would also be producing poster size versions of these maps that would be posted to the hazard mitigation plan website.</p> <p>Plan Maintenance: Ms. Kelly introduced the plan maintenance agenda item and noted that the planning team had received feedback about this item during the current plan review. She indicated that she wanted to open the topic up for discussion so that Tetra Tech could provide a recommendation for a strategy that would work for Maui County. It was clarified that plan maintenance is a term that FEMA uses, but it really can also encompass implementation. Committee members indicated that previous planning efforts had lacked implementation and that there was a need for more coordination and formalized structures to develop grant fundable projects. The committee indicated that there was interest in maintaining the steering committee or a project working group over the performance period of the plan. Ms. Kelly indicated that the planning team would develop draft language for the committee to review based on the discussion.</p> <p>Ms. Kelly then indicated that she would like to move to the Risk Ranking agenda topic to ensure there was sufficient time to address the item.</p> <p>Risk Assessment Update: Item not discussed due to time constraints.</p> <p><u>Risk Ranking</u></p> <p>Rob Flaner introduced the concept of risk ranking and discussed how the method Tetra Tech recommends compares to the Annualized Annual Loss method that was used in the previous planning effort. After much discussion and several questions on the methodology it was agreed that the risk ranking methodology presented by Tetra Tech will be utilized in the Maui County HMP. Mr. Flaner did note that the results of the risk ranking can be modified to reflect the realities of Maui County.</p> <p><u>Planning Schedule</u></p> <p>Ms. Kelly then discussed the progressive timeframe for submitting the HMP for a State/FEMA concurrent review by July 29, 2015. She indicated that Steering Committee members should be advised that the July meeting date will need to be adjusted in order to provide the public with a 30-day review period of the draft plan. In order to accomplish this task the July 10th meeting will now be conducted on June 19th. Meaning there will be two SC meetings in the month of June. Ms. Kelly stated that this change will be reflected on the Maui County HMP website. In addition, Ms. Kelly asked the Steering Committee to keep the July 10th date open to discuss the 2nd round of public meetings and to resolve any</p>	<p>Tetra Tech will draft and distribute a plan maintenance strategy based on feedback provided by the SC.</p>

**Item****Action**

loose ends.

Public Involvement Update

Due to time constraints Ms. Kelly quickly informed Steering Committee members that Civil Defense will be moving forward with scheduling public meetings on June 23, 24, and 25 for the islands of Maui, Molokai and Lanai. Civil Defense and Tetra Tech will work with community stakeholders to advertise and bolster participation for these meetings.

Action Items and Next Steps

The allotted time for the meeting was once again not sufficient to accomplish all the meeting's objectives. Therefore, Ms. Kelly asked the steering committee to allow future meeting to be **2.5 hours** in length. The request was voted and agreed on by members of the steering committee.

Action Items for Next Meeting

Action items identified for the next meeting were reviewed.

The meeting was adjourned at 12:15 PM

The next SC meeting is in-person and at the Maui County EOC and via teleconference:

May 8, 2015 at 10:00am – 12:30pm

Meeting access number: 866-692-5721

Participant code: 7237813